



Guidance for Reopening During the COVID-19 Pandemic

Lehigh Building

152 W. Lehigh Ave. Philla. PA 19133

Somerset Building

141 W. Somerset St. Phila. PA 19133

Sport Complex

199 Erie Ave. Philla, PA 19124

(215) 425-7800

www.Lighthouse1893.org

Updated CDC Guidelines

This plan reflects the newest regulations in accordance with the Center for Disease Control and Prevention and is subject to change in alignment with CDC guidelines.

Travel Update: As of *March 1st, 2021* all travel restrictions have been lifted in Pennsylvania. Individuals are **no longer** required to quarantine when returning to PA. However, travelers should still practice social distancing measures, wearing masks and hand-washing hygiene.

Vaccinated Individuals: Individuals who have been vaccinated may experience side-effects from the COVID-19 vaccine including, but not limited to, fevers, chills, muscle pains, nausea or headaches. This vaccine affects everyone differently. Individuals who experience a fever from the COVID-19 *vaccine* must:

- Stay home and return once they are 24 hours fever free

Individuals who are **not** vaccinated and experience any COVID-19 symptoms should:

- Be tested for COVID-19 and return with a negative test result
- Stay home and return when the following are true:
 - at least 10 days since the onset of symptoms AND
 - until fever-free off anti-fever medications for 3 days AND
 - symptoms are improving.

CDC Recommendations: *Individuals who are fully vaccinated should still avoid large gatherings and should be tested if they have been around a sick individual with COVID-19 and are currently experiencing symptoms.*

Quarantine: The CDC has made changes to their quarantine time. On December 27th, 2021 the quarantine time was reduced from 10 days to 5. That change **does not apply** to Child Care Centers such as The Lighthouse. We are still adhering to a full 10 day quarantine in all circumstances.

Reopening Framework

The Lighthouse is dedicated to prioritizing the safety and wellbeing of all Lighthouse children, youth, families and staff on-site with the guidance of the following procedures. These procedures are subject to change as we receive further guidance from our partners, the Center of Disease Control (CDC), the Office of Headstart, and State and Local licensing regulations.

Screening of Children and Staff Prior to Entry

Temperature check and daily health screenings are mandatory and will be administered to staff, children, and visitors upon arrival. The Lighthouse has installed a thermal camera outside of the main entrances that will scan all children, staff and visitors. No masks, no entry. If you are sick, or feel sick you notify your immediate supervisor and stay home. No one will be admitted into the center if they are showing flu-like symptoms. Any child and staff sent home due to COVID-19 related reasons must present a doctor's note upon return.




Masks/Face Coverings:

Face masks and coverings help prevent and reduce the spread of COVID-19 when in social gatherings where social distancing measures are difficult to maintain. **All staff, children and visitors will be required to wear a mask/face covering when on-site any of our facilities.**

The Lighthouse will have disposable face masks available should any staff or visitor need one. With note from the doctor, face shields will be allowed for children and adults who have chronic conditions. Should a child or staff mask need to be replaced throughout the day, The Lighthouse will have disposable masks available if need be.

- Head Start/PKC:
 - All Head Start children will be required to wear face masks in order to enter. Parents will be responsible for sending their child with a mask. The Lighthouse will have disposable masks available on site should they need to be replaced.
 - All HS staff will be required to wear face masks all day.

- Early Head Start (EHS):
 - All EHS children 2 and over will be required to wear face shields that are provided by the Lighthouse.
 - All EHS staff will be required to wear face masks **and** face shields. (Lighthouse will provide face shields to EHS staff)
 - Please see the following chart for acceptable face masks/coverings:

Acceptable Types of Masks			
Acceptable Masks	Disposable Surgical Face Mask 	Cloth Mask  <small>shutterstock.com • 1702365151</small>	Face Shields 
	<p>Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects the others from the wearer's respiratory emissions. Must be discarded after each use.</p>	<p>The CDC recommends layering at least two layers of fabric is key to maximize your mask's filtration capabilities, especially with thinner fabrics. Remember that the fabric must be breathable since it will cover your nose and mouth. Cloth masks are reusable and should be washed before reuse.</p>	<p>Face shields can be used for those that suffer from chronic conditions. They must be worn properly ensuring that the front and sides of the face are covered.</p>

A t-shirt, towel, bandana, gaiters, or scarf tied behind the head will not be acceptable. However, this is material that can be used to create a face mask covering. Please visit the following website for instructions on how to create a face mask covering:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

Note: Masks will not be placed on babies and children younger than 2 years old, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance, or on children during naptime.

TEMPERATURE CHECKS:

Every child, staff, and visitor will have their temperature checked prior to entry in our facilities. Temperatures will be taken using a Thermal Camera system and Forehead Digital Thermometer as back-up. If either child, staff or visitor has a temperature of 100.4 or higher, they must be sent home. The following options can be considered for temperature monitoring:

Note: oral thermometers will not be used for daily on-site temperature screening.

Daily Health Check Questionnaire:

- **Staff:**
 - Prior to beginning work at our program, all staff will be asked to answer the following [Daily Health Check Questionnaire](#) and undergo temperature checks.
 - Staff who answer “no” to all questions and successfully pass the temperature check may report to work as usual.
 - Staff that either answer ‘yes’ to any question or fail the temperature check will be asked to return home.
 - Staff that may not enter the program shall keep in touch with their Supervisor and the Health & Safety Manager to share their health status and to determine appropriate steps to return to work.
- **Child:**
 - Parents will be encouraged to keep children home if they are not feeling well.
 - Daily prior to entering the center, all parents will be asked to answer the following [COVID-19 Screening Tool](#) and temperatures will be taken.
 - Parents/Guardians who answer “no” to all questions and successfully pass the temperature check may let their child attend the program that day.
 - Parents/Guardians are not permitted on site. If they answer “yes” to any of the questions on the screening tool, the child will not be permitted to attend the program that day. The parent must follow-up according to their responses on the screening that caused them to be sent home.
 - Children that may not enter the program shall keep in touch with the Health & Safety Manager to share their health status and to determine appropriate steps for returning to school.

COVID-like illness is defined as cough, shortness of breath, or any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell.

Developing Symptoms and Exclusion

- Staff who develop symptoms of COVID-like illness (cough, shortness of breath, or any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell) must be immediately sent home. If they need to be picked up, they should wait in a designated isolation room or area supervised by our Health and Safety Manager.
- If children develop symptoms, they will be brought to a designated isolation room while waiting to be picked up. The staff member waiting with the child must wear a surgical mask and also gloves if holding the child.
- If a separate room is not available, designate a cot or crib that can be kept at least 6 feet apart from all other children.

- [PDPH has developed a sample letter](#) to be given to caregivers explaining why the child is being dismissed and criteria for returning to the facility.
- If a child or staff member in a classroom has COVID-like illness:
 - They can return to school if:
 - Initial COVID-19 testing is negative and individual meets the center's normal criteria for return after an illness OR
 - A clinician has evaluated the child and documented an alternative diagnosis OR
 - For children who were not tested for COVID:
 - All of the following are true:
 1. at least 10 days since the onset of symptoms AND
 2. until fever-free off anti-fever medications for 3 days AND
 3. symptoms are improving.
- If a child or staff member has a confirmed diagnosis of COVID-19:
 - Call the Philadelphia Department of Public Health at 215-685-6741 for further instructions.
 - All children and staff in the same classroom or who have come in close contact with (defined as greater than 10 minutes of interaction less than 6 feet away) quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
 - In accordance with PDPH guidance, the COVID positive individual should remain home until all of the following are true:
 1. at least 10 days since the onset of symptoms AND
 2. until fever-free off anti-fever medications for 3 days AND
 3. symptoms are improving.

Note: The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to the center.

Staff and Parents will be encouraged to talk to their own and their healthcare providers about their individual risk factors for COVID-19 and the risks of working at or attending a childcare facility.

The Lighthouse will ensure the facility has updated contact information for all staff and families and the ability to rapidly communicate information.

In the event that a child/staff is positive for COVID or has been exposed to COVID, we will adhere to our plan and immediately send the individual home. The classroom or office in which the child or staff was located will be shut down and undergo a deep clean. The positive case or exposure will then be reported to PDPH, DHS, and OCDEL.

All staff and families will be notified using a sample letter that is provided by PDPH.

If you believe there was a COVID-19 case at your childcare center (child or staff), call the Philadelphia Department of Public Health at 215-685-6741 for further instructions. The Department will consult with you on management issues for your facility.

[PDPH has developed a sample letter](#) to be given to caregivers explaining why the child is being dismissed and criteria for returning to the facility.

VISITOR PROTOCOL

The following steps will be taken when visitors come on site. The Administrative Assistant and any other staff member covering their shift will be responsible for carrying out this [procedure](#) as we receive visitors.

- ✓ **Masks:** ALL visitors and staff must wear a mask in order to enter
- ✓ **Temperature Checks:** Temperatures must be taken at their arrival to our facility. *If anyone has a temperature of 100.4F must be sent home.*
- ✓ **Social Distancing:** Markers are placed in the lobby floor for the purpose of practicing social distancing of 6ft when multiple staff and visitors arrive.
- ✓ **Complete Screening Questionnaire:** Complete questionnaire for each visitor & staff to monitor temperature, symptoms and exposure.
- ✓ **Handwashing/Hand Sanitizing:** Inform visitors and staff about where they can wash their hands and point out the hand sanitizing stations.

EVERYONE MUST CHECK INTO THE FRONT DESK AT ARRIVAL AND RE-ENTRY!

*Re-Entry is defined as returning after stepping out for a lunch break and/or visiting another facility, site, business, etc.

Note: The receptionist area will have a plexiglass barrier in place upon receiving visitors and when attending parents. The Family Advocates will also have the plexiglass barriers in the offices when doing enrollment.

Promote Social Distancing

Family Style Classroom Environment

- In order to limit the potential of exposure and ensure social distancing in the classrooms, no more than 10 children will be enrolled face-to-face in a classroom at a time. A classroom can have up to 20 children enrolled at a time but 10 students will be part of *Student A Group* and the other 10 children will be enrolled in *Student B Group*.
- It will not be possible to prevent young children and infants from coming in close contact with one another and their teachers. Lighthouse's goal is to limit the number of people in close contact in order to lower the risk of transmission.
- Lighthouse will ensure that classes include the same group of children each day, and that the same Teacher and Assistant Teacher remain with the same group each day.
- There will be no more than 25 people in a classroom (teachers plus students) at any one time.
- Space between cots will be increased to maximize the space between children. If space permits, cots will be placed at least 6 feet apart. Cots will be labeled with head and feet should 6ft cot spacing not be possible in order to ensure children are as far apart as possible.
- Nonessential visitors and volunteers will be limited to only Jumpstart. Plans are currently in process to conduct virtual lessons with Jumpstart students should their presence cause a classroom to go over the 25 people limit.
- Children will be limited from interacting with children from a different classroom. Classrooms will not be combined at any point for activities.
- All field trips and excursions including the use of public playgrounds will not be permitted.

Center Environment

- As much as possible, teachers will be with the same children daily.
- In order to minimize interactions, lunches/breaks will be staggered.
- Chairs in break rooms will be moved so that employees do not sit opposite or next to each other while eating.
- Signs are posted alerting employees to maintain distance and avoid eating near or across from each other
- Staff will stay in their designated work areas and cannot visit other coworkers offices or classrooms. They must not pass the door. Unless it is a family advocate, floater, or administration entering the classroom.
- No hugs, kisses or handshakes are permitted.
- Only Kitchen staff and their supervisors are permitted in the kitchen.
- Staff will not congregate to have lunch or socialize in the facility.

- Only one staff member at a time is allowed at the copier machine and or laminating machine. Staff will practice social distancing of 6ft between each staff person. Machines must be wiped down after each use.
- All meetings will be conducted online or in an outdoor space with social distance.

Active Supervision

Classroom ratios will continue to be 2:10. Classrooms with 10 children or less will still be required to have an additional adult in the classroom for support. That support person can be a volunteer as long as they have their clearances. At no time should they be left alone with a child. The Lighthouse will try their best to maintain the same teachers, children and supportive adults consistently the same daily to ensure the health and well being of everyone in the classroom. Per Active Supervision requirements, both Teacher and Assistant teacher (and any covering staff) will set up the environment so that they can supervise children and be accessible at all times, position themselves in the environment to prevent children from harm, frequently count children in their care (especially during transitions), listen for specific sounds or the absence of them, anticipate children’s behavior, engage, and redirect. (ECLKC, 2020). Floaters will be available to provide coverage in the absence of a teacher. If a floater is unavailable, an Education Specialist or Family Advocate will step in for coverage needs. Since all staff will be trained on COVID-19 policies, they will be required to follow all health and safety practices implemented by The Lighthouse.

Drop-Off and Pick-Up Schedules & Procedures

EHS Schedule:

- EHS pick-up and drop-off times are contingent upon the parent's schedule.
- Operating hours
 - Monday-Thursday 7am-5pm with cleaning 5pm-6pm

Lehigh HS & PKC Schedule:

*2021-2022 all children will be returning to in-person learning

Group	Time
All Children	8:30am-2:45pm

Somerset OST Schedule

Group	Time
All Children	3:00pm-6:00pm

Drop-Off Procedure:

Children will arrive between the hours of 8:30-9:00am and parents will have to have temperature checks in order to enter our facility. Parents will be directed to take their child(ren) to their classrooms for drop-off. Parents will **not** be permitted into the classroom. They must sign-in and complete the [COVID-19 Screening Tool](#) with the teacher assistant at the door.

Pick Up Procedure: During pick up, staff will be available at foyer with the sign-out sheets available for families to sign their child out. Family Advocates will be available to assist in getting the child from the classroom to be dismissed.

If we run into any technical difficulties, [COVID-19 Screening Tool](#) and Sign-in Sheets will be available to complete on paper. Families are encouraged to have the same parent or designated person drop off and pick up the child every day.

SY 2020/2021 HS/PKC Program Model

Split classrooms for the entire year **based on parent preference.**

Head Start	Monday	Tuesday	Wednesday	Thursday	Friday
All Children	Face-to-Face	Face-to-Face	Face-to-Face (Deep Cleaning)	Face-to-Face	Face-to-Face

SY 2020/2021 NSCA-EHS Program Model

Split classrooms for the entire year **based on parent preference.**

Groups	Monday	Tuesday	Wednesday	Thursday	Friday
All EHS	Face-to-Face	Face-to-Face	Face-to-Face (Deep Cleaning)	Face-to-Face	Face-to-Face

SY 2020/2021 OST Program Model

Groups	Monday	Tuesday	Wednesday	Thursday	Friday
After School	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face	Face-to-Face

Cleaning and Disinfection Efforts

Daily Sanitizing and Disinfecting procedures is the responsibility of all staff. Specific tasks are delegated depending on who is utilizing the space. A checklist will be placed by the exit in every space to be used as a guide on how to clean the space before leaving it.

- Frequently touched surfaces will be disinfected daily. Including tables, chairs, doorknobs, light switches, remote controls, countertops, handles, desks, phones, keyboards, toilets, faucets, strollers, and sinks.
- Indoor play space equipment will be sprayed with EPA-approved disinfectant between usage by different classrooms of children.
- Toys will be set aside that need to be cleaned in a container marked “soiled toys” with soapy water and air dry before the next use.
- Toys that have been mouthed will be set aside until cleaned by someone wearing gloves and an EPA-approved disinfectant. Steps for disinfecting are found in the [CDC guidance](#).
- All plush toys or toys that require laundering from the classroom will be removed. Sand and water tables will not be available to use.
- Each child’s bedding and personal belongings will be kept separate, and stored in individually labeled bins, cubbies, or bags. Cots and mats will be labeled for each child and will be disinfected after each use.
- Art materials will be placed in individually labeled zip lock bags to limit the sharing of items.
- We will use [cleaning products](#) that are EPA-approved for use against COVID-19. All cleaning products will be stored securely and out of reach of children.

Cleaning/Disinfecting after a COVID or COVID-like illness:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, and common areas.
- Clean and disinfect surfaces in your isolation room or area and in the classroom the sick child or staff members are in after the sick child or staff member has gone home.

Promote Healthy Habits

Promoting Hygiene

- Teachers will practice with children the proper procedure for covering coughs, sneezes, etc.
- Hand hygiene will be practiced at the following times:
 - Entry to the facility at handwashing stations or using hand sanitizer and after breaks.

- Before and after eating or assisting children with meals and bottles.
- Before and after preparing food, bottles, and drinks.
- Before and after medication administration.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coughing, sneezing, or blowing their nose.
- After playing outdoors.
- After coming in contact with bodily fluids.
- After handling garbage.
- All children and staff will perform hand hygiene by washing hands with soap and water for at least 20 seconds. Signs are posted at every sink with child-friendly pictures and guidance on how to properly wash hands.
- Hand Sanitizing stations are placed out of reach of children in commonly used areas for staff and/or visitors to use throughout the day.

Food Safety Procedures

Meal Times (CACFP)

Children will be returning to Family Style eating as per Philadelphia School District guidelines. Teachers will oversee this to ensure children are following safe, hygienic practices.

- Children may not bring food from home. Healthy meals are offered on-site.
- Sinks used for food preparation will not be used for any other purposes.
- Staff will ensure children wash hands prior to and immediately after eating.
- Staff will wash their hands before preparing food and after helping children to eat.
- Staff will wear gloves while preparing food/ bottles and feeding children or giving them bottles

How Staff will Promote Healthy Habits

- Staff will not share their phone, devices or meal or utensils with one another or with children.
- Staff will be asked to follow exposure precautions outside of work such as social distancing with every activity they partake in (such as grocery shopping, getting gas, going to the post office, etc.).
- Staff understand and will be mindful of how their actions outside of the program can affect the health of children, families, and staff at the program.
- All office employees will be provided with disinfecting wipes and are required to keep their desk clean and disinfected.
- To facilitate the sanitation of the areas, offices and classrooms will be decluttered. All paperwork must be filed and spaces must be kept organized.
- At least once a day we will clean and disinfect surfaces frequently touched by multiple people this includes door handles, desks, phones, light switches, and faucets.

Hand sanitizer should be stored out of reach of children. If a child accidentally ingests hand sanitizer, call poison control immediately at 800-222-1222.

Staff Training and Practices

For the week of 8/17/2020, all staff will receive a copy of *The Lighthouse Reopening Guidance During COVID-19* plan, training, and education on COVID-19 symptoms, infection control, workplace disinfection and preventative measures including changes in practices and procedures.

Staff will be trained on all new processes related to operating a child care facility during a pandemic via google hangouts and/or Zoom. Supervisors will outline all expectations once we return.

Any new staff hired will receive a copy of *The Lighthouse Reopening Guidance During COVID-19* plan and be trained via google hangouts and/or Zoom on the latter before their first day on site.

Resources:

COVID-19 FAQ & Guidance:

<https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/>

Guidelines for Childcare and Early Learning Center

<https://www.phila.gov/media/20200529115020/Guidelines-for-Childcare-Early-Education-Centers.pdf>

How to make Face Cloth Coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

ECLKC: Active Supervision

<https://eclkc.ohs.acf.hhs.gov/safety-practices/article/active-supervision>

COVID-19 Testing Sites: <https://www.phila.gov/covid-testing-sites/#/>